

United States Department of the Interior

BUREAU OF LAND MANAGEMENT

Montana State Office

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In Reply To:

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Information Bulletin No. MT-2005-016

To: State Management Team
Attn: Administrative Officers and Zoned Property Managers

From: State Director

Subject: Procedure for Reporting Property Loss, Damage or Theft

Program Area: Personal Property Management

Purpose: This Information Bulletin (IB) sets forth requirements for the survey of Government assets that are lost, stolen, or damaged.

Background: Accountable Officers for Montana/Dakotas Bureau of Land Management are the State Director and the Field Office Managers. Accountable Officers are responsible for ensuring accountability of personal property items, maintaining accurate personal property records, designating Custodial Property Officers and informing employees of their roles and responsibilities in the use of items assigned to them. This responsibility cannot be delegated. (See the 1520 Personal Property Management Manual, Section .04)

<http://nbcweb.blm.gov/bc653/guidance/1520.html>.

Policy/Action: Relief of accountability for all property loss or damage that is not fair wear and tear must be requested through a Report of Survey, Form DI-103 (Revised 6/88). Employees who are assigned property must adequately document the loss, damage, or theft of Government property and provide a written report to their immediate supervisor or Custodial Property Officer when the loss is discovered. The Custodial Property Officer is required to submit documentation to the Property Manager for the property loss within 5 working days of the discovery of loss.

(See the Personal Property Handbook, G-1520-1, Section III, Paragraph A)

http://nbcweb.blm.gov/bc653/guidance/g15201_tc.html.

The Report of Survey process should follow the guidelines described below:

- Incident of property loss, damage or theft occurs
- Cognizant employee reports incident to Supervisor/Custodial Property Officer
- Both employees immediately document the incident

- Documentation surrounding the circumstances of loss is given to the local Property Manager within 5 working days of incident or discovery
- A Report of Survey (DI-103) is initiated by the Property Manager
- The survey is prepared, signatures of the employee and Custodial Property Officer and Accountable Officer are obtained and the report is returned to the local Property Manager
- The local Property Manager forwards the completed report to the Montana State Office Property Management Specialist for submission to the survey board. The survey board has 30 days from the date of receipt to meet and begin action.

Timeframe: This IM is effective immediately upon receipt.

Contact: Questions regarding this policy should be addressed to Dotti Green, Property Management Specialist, (MT-935), at (406) 896-5199.

Signed by: A. Jerry Meredith, Acting

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